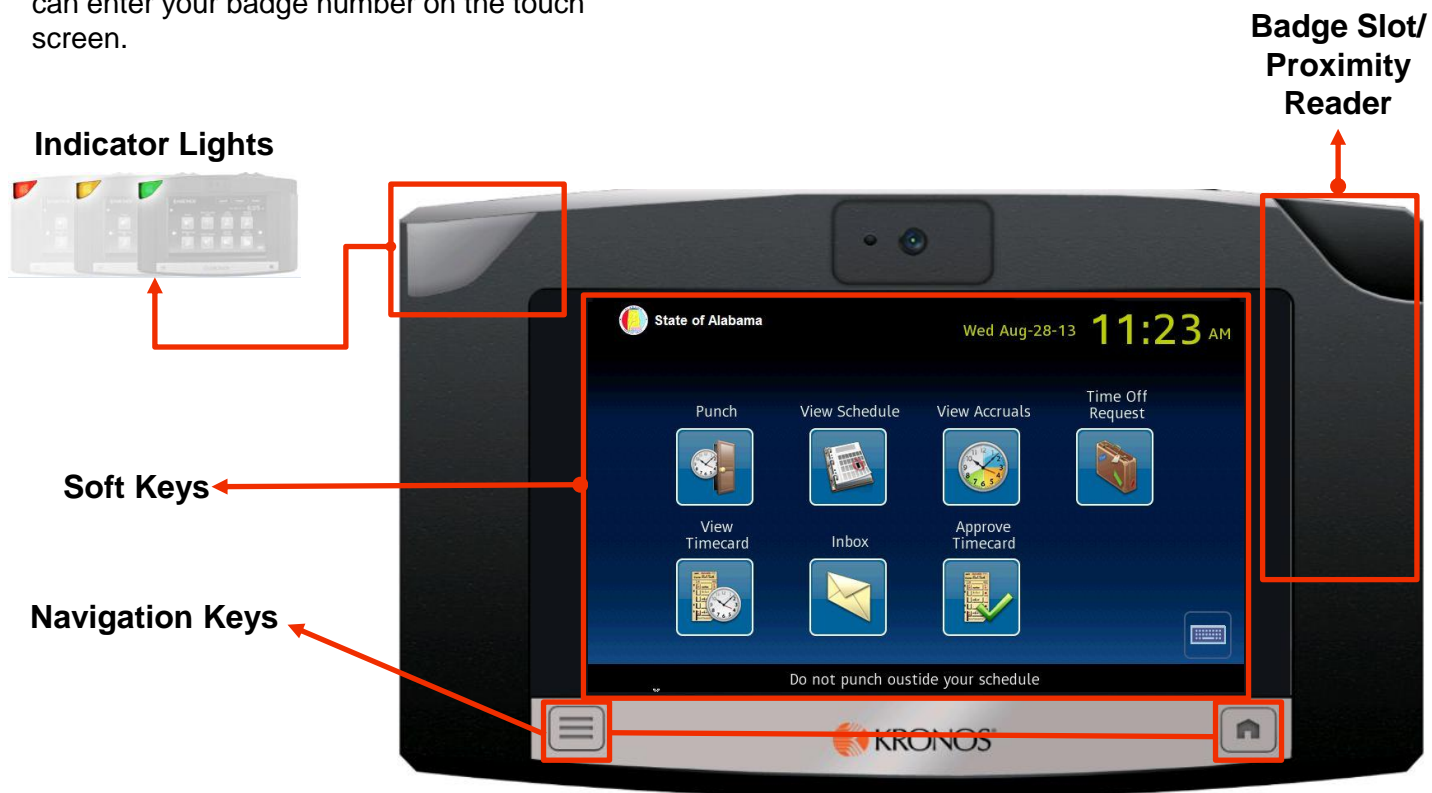




- 1 On the screen, tap **Punch**.
- 2 Insert the badge in the badge reader slot so that the bar code or magnetic stripe is facing the badge reader (slide top to bottom) or place badge near proximity reader. Optionally, you can enter your badge number on the touch screen.
- 3 If the punch is successful, the indicator light flashes green and you hear a tone.  
If the punch is rejected, the indicator light flashes red and you hear a tone. Look for an error message on the terminal display.



## How to Use Soft Keys

Depending on how your terminal is set up, you may be able to view information (such as your annual leave) or perform transactions (such as a department transfer).

- 1 On the screen, touch the soft key that you want to use. Based on the soft key selected, you may be prompted to enter or accept information.
- 2 To enter information, follow the instructions on the InTouch screen. To accept information, press Enter. To enter your badge, swipe it through the badge reader or place it near the proximity reader.